

## Directions for Requesting a SPOT forecast:

SPOT forecasts can be completed for wildfires/incidents, or prescribed burns up to 24 hours in advance of projected burn time. If more than 24 hours in advance, consult the [Fire Weather Planning Forecast \(FWF\)](#) or other resources on [NWS Charleston Fire Weather Website](#). You can also call NWS for forecast details.

Not required: If possible, call NWS-Charleston to tell us a SPOT request will be coming.

1. Access [Charleston, WV \(RLX\) SPOT Request Page](#) (<http://spot.nws.noaa.gov/cgi-bin/spot/spotmon?site=rlx>)
2. Click on Submit a new Spot Request.
3. Fill in all required elements, most of which **are indicated in red** on the form:
  - Project name (and select project type... if prescribed fire, also ignition time/date).  
**\*\*If doing a Test SPOT forecast**, somewhere in the name, please write TEST.
  - Requesting agency and Requesting official
  - Phone number (optionally, also FAX and contact person)
  - Reason for spot request (select appropriate option)
  - Lat/Lon coordinates (decimals 38.3131 / 81.7189, or deg min sec 38 18 47 / 81 43 08)
  - Elevation (top and bottom in feet)
  - Aspect (primary compass direction slopes face)
  - \*TOWARDS BOTTOM, PRIMARY FORECAST ELEMENTS: Don't forget to select which forecast elements/times you are requesting. If unsure, go ahead and check all of them.
4. Optionally, also fill in these elements if applicable:
  - 7.5' Quad
  - Drainage
  - Size in acres
  - Fuel
  - Sheltering
  - Observations (ideally, some weather observations from near the fire)
  - Remarks
5. Hit Submit request.
6. If "minor problems screen" comes up, Correct problems/add information if needed, otherwise hit Submit Request Anyway.
7. Spot Forecast webpage comes back up. You should see your fire listed below map, with status as "pending"
8. Upon receiving the request, NWS will put together forecast. It could take up to a half hour, but ideally our response time will be quite a bit shorter (10-15 minutes or so), especially if we know about it ahead of time.
9. Watch for your fire to display "complete" on the Spot Forecast webpage. Your forecast is now available simply by clicking on it. If it's been more than 45 minutes and you still don't have a forecast available, call NWS.
10. If conditions become unrepresentative of forecast, call NWS.